

20 June 1977

OFFICE OF COMMUNICATIONS NOTICE NO. 38-77

SUBJECT : Security Classification Marking of  
Paragraphs and Titles

REFERENCE:  of 24 May 1977

1.  The following guidelines are provided for  
OC compliance with E.O. 11652 and reference notice.

2.  For format uniformity, two spaces will precede  
the parenthetical classification with one space following  
the closed paren before paragraphs (see attached example).  
One space will be inserted between the parenthetical classi-  
fication and the end of the title or subject line.  
Narrative entries to forms will be treated for classification,  
paragraph by paragraph.

3.  In dispatches between Headquarters and the field  
in which the subject and individual paragraphs are unclassified,  
organizational titles, locations and pseudonyms may appear  
in the heading as well as in the signature line. The overall  
document is to be classified because of the appearance of  
these items and classification markings are to be applied at  
the top and bottom of each page. No classification marking  
is required for these items when they occur in the heading or  
signature line. The subject line and all paragraphs of  
each dispatch will be marked with abbreviated classification  
or control markings or with (U) to indicate that no classifi-  
cation or control marking is warranted by content of the  
subject or the individual paragraph.

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5. ☐ Unclassified documents which warrant control marking as prescribed in ☐ require judgment as to whether the subject and each paragraph also warrant control marking. If the control marking is not warranted for the subject or a particular paragraph, the marking (U) will be used to so indicate.

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6. ☐ Internal OC copies of an otherwise unclassified document may warrant security classification due to the addition of the originator's name, if the originator is under cover. Use of the originator's initials rather than the full name is encouraged in such instances.

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7. ☐ The format for Agency regulations and OC Orders identifies the beginning paragraph or title standing alone as a paragraph. Whether the title stands alone or is a part of the introductory paragraph, the classification marking will precede the title. Major subordinate sections; e.g., a. GENERAL, b. POLICY, c. AUTHORITIES and RESPONSIBILITIES, etc., are subparagraphs, however, for purposes of classification, they will be treated as paragraphs and will be individually classified. Parenthetically numbered or lettered subparagraphs subordinate to these major subparagraphs are included in the classification of the major subparagraph and therefore will not be classified individually.

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8. ☐ The titles and paragraphs in OC handbooks and manuals will be classified in the same manner prescribed for OC orders, in paragraph 7., above. However, the only abbreviated classification/control marking required on the Table of Contents page(s) will precede the title - (C) Table of Contents - which will reflect the highest classification of any listed subject.

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9. ☐ All questions concerning these classification procedures should be directed to the Office of the Director of Communications on extension ☐

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Director of Communications

Distribution: 4

Attachment:  
As Stated

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(ASSUMING CLASSIFIED)

EXAMPLE

ATTACHMENT TO  
OC NOTICE NO. 38-77

MEMORANDUM FOR: Addressee

FROM: John Doe  
Office Title/Designation

SUBJECT: As Appropriate ☐

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REFERENCE: If Appropriate

1. (C) Action Requested: .....  
.....  
.....
2. (C) Background: .....  
.....  
.....
  - a. ....
  - b. ....  
.....
3. (C) Staff Position: .....  
.....
4. (U) Recommendation: .....  
.....  
.....

John Doe

APPROVED: \_\_\_\_\_  
Director of Office

DISAPPROVED: \_\_\_\_\_  
Director of Office

DATE: \_\_\_\_\_

(ASSUMING CLASSIFIED)

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